University Baptist WEE School
6465 Babcock Rd.
San Antonio, TX 78249
Phone: (210) 699-1070

Job Description for:
Classroom Teacher

Job Summery:

The teacher is to plan, organize, and carry out a developmental program for a group of children using the WEE School curriculum calendar.

Daily duties include:

1. Arrive by 8:00 a.m. to prepare your room and the supplies needed for the day before the children arrive (8:30 a.m.) and stay after school until your room is ready for the next ministry using the room.
2. Be familiar and comply with minimum standards.
3. Supervise children at all times.
4. Plan and implement well balanced lesson plans and a daily schedule under the supervision of the assistant director.
5. Arrange the classroom to encourage creativity, exploration and decision making by the children.
6. Offer every child verbal praise and acceptance while providing clear and consistent expectations for children's behavior, setting firm limits when necessary.
7. Notify the director or assistant director of all accidents or illnesses.

   These are general details considered necessary to perform the job successfully. It is not a detailed description of all the work that may be necessary for the job. (See Staff Handbook)

Supervisory Relationships:

The teacher is directly responsible to the director.

Additional Responsibilities:

1. Acquire 24 clock hours of training in early childhood education each year.
2. Acquire First Aid and CPR training
3. Attend planning meetings.
4. Must meet basic health requirements
5. Be familiar with the Teacher Staff Handbook.

Qualifications:

1. All staff must be an active member in faithful attendance of a southern Baptist Church. (Any exception must be approved by the WEE Board)
2. Must have High school diploma or GED.
3. Must be18 years or older.
4. Must love children and be able to relate positively to them.
5. Must be able to physically care for the children in your care.
6. All school personal are on a probationary status during their first ninety (90) days of employment.